

Criminal Record Check Information

Criminal record checks must be completed by any parent wishing to volunteer at the school, on field trips, or drive to events. Once submitted, the checks do take some time to come through, so I highly recommend that you fill one out in case you want to help out at some point of the year.

Unfortunately, you cannot use a check from other associations or clubs (hockey, lacrosse, soccer, gymnastic, swimming etc...). Every organization has their own check and process in place.

Here are the steps:

STEP 1:

By completing the online application you agree to the terms and conditions for the CRRP Applicant Based Online Service to facilitate a criminal record check and to share the completed criminal record check information with Nanaimo Ladysmith Public Schools.

- Need your BC Services Card for identity verification
- **First time users** will be directed to activate their card by video or in person through Service BC
- No cost to apply
- To activate and use your BC Services Card, you must verify your identity. Available options include Verify Your Identity by Video (through a video call or by sending a video) or Verify Your Identity in Person. Have your identity verified by using your BC Services Card. (this can take a 3-5 days)
- If individuals do not have a BC Services Card, they will be re-directed to the current Equifax process (during transition period only, as this will be phased out) or to fill out manually.

STEP 2:

Once you have verified your identity in step 1 above, eCRC Online service, begin the application process:

- Website: <https://justice.gov.bc.ca/criminalrecordcheck>
- Access Code: UQ4T7XXBHE

Once you have completed the online application, the Ministry of Justice will forward a copy to our District office where it will be put into our district database of volunteers. Your school has access to view this database and will be able to confirm that your criminal record check has been approved and completed.

This step can take up to three or EVEN MORE weeks (15 business days) or more in some cases. In total (both steps) can take up to 20 (or more business) days....please tend to this, ASAP to avoid disappointment.

Additional Notes: Administrative Procedure 310 – Volunteers

The online method above is of no charge to you BUT we must inform you if you happen to have the same combination of gender and date-of birth as a known sex offender whose record has been suspended, you must then be fingerprinted to confirm your identity. **This is a federal RCMP requirement that applies to all Canadians.** In this case, you will receive a letter from the CRRP informing you that your fingerprints are required. The fee for this finger printing process—(if needed)-- will be your responsibility.